

FINANCE & INSURANCE COMMITTEE MEETING
Monday, June 12, 2006

Members present: Chairman Andrew Smith, Supervisors, John R Young, John Hoffman, and Ted Cushing. Franklin Greb – excused absence.

Others present: Robert Bruso, County Clerk; Lynn Grube, ITS Director; Margie Sorenson, Finance Director; Ann Cleereman, Human Service Center; County Board Supervisor, Charles Wickman and Mary Bartelt, Committee Secretary.

1. CALL TO ORDER

Chairman Smith called the meeting to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

2. APPROVE AGENDA

MOTION: (Ted Cushing/John Hoffman) to approve the June 12, 2006 agenda. All “aye” on voice vote. Motion carries.

3. APPROVE MINUTES OF PREVIOUS MEETING (S)

MOTION: (John Hoffman/John Young) to approve the minutes of the May 22, 2006 committee meeting (s). All “aye” on voice vote. Motion carries.

4. Update – Human Service Center – Ann Cleereman

Ms. Cleereman handed out to the committee the Human Services Board of Forest, Oneida and Vilas Counties Income and Expense Report – December 2005 and also the 2006 POS Contracts.

Ms. Cleereman stated that the Human Service Center finished out the year with a \$106,291 deficit and the board zeroed that deficit with two of the reserve funds. Major cutting took place the last three months of 2005. There was a deficit in Mental Health of \$428,430 and the deficit could have been much worse, but a Case Management position and a building clerk position were eliminated. Also, St. Mary's Hospital was notified that the Human Service Center would not be doing any voluntary admits under the Human Service Center contract anymore. A lot of the support care services were cut in the community. Surpluses were in the other service areas.

Ms. Cleereman stated that in reality the Mental Health doesn't look like there is a deficit in March of 2006, but it is not looking good. For the whole year of 2006, the Human Service Center only has \$431,204.50 of POS Contracts and already \$322,222.21 has been spent from January through April 2006, showing a balance left of \$88,982.29. Therefore, there will be major problems this year again in Mental Health. To help with this problem, the elimination of a position in the building department was done, the top management position over at Koinonia was eliminated and looking at not filling a position in the AODA Department, taking a look at all the Human Service Center's billing rates to try to increase revenue, to try to increase the billable hours, having the State come to the Human Service Center the third week of June to look at all of the programs to see if there is maximal billing for everything that they can possibly can.

Things being looked at are how to bring the census down and how to bring in revenue from other programs because this is not going to go away.

Chair Smith asks if the Human Service Center is working with the judges to stop the high cost placement.

Ms. Cleereman, "We're looking at why the judges are making some of the recommendations and what we are seeing a pattern, which is that the recommendation is coming from the hospital and the judges are steered toward their (Hospital) recommendations." "The Physicians are making recommendations to the judges and the other pattern which is being noticed is that the Human Service Center is not getting the information in a timely manner. There must be a court hearing within so many hours and the Human Service Center is not receiving this information in time so the Human Service Center can have a staff person there, plus the evaluation of the individual to make a recommendation to the court.

Another thing the Center has done is a survey with a lot of the counties and the State to find out whether or not payment for voluntary detox is being done by the State and have found out that the State does not pay for voluntary detox, so this part of the contract is being recommended to the Board to be cut from the contract and that people who are only being detained be paid for. Right now in AODA, the Human Service Center is over the detox contract.

Ms. Cleereman stated that by the end of year 2006 you will see AODA and DD surpluses in order to bring the deficit out of the hole. It will never be turned around in the Mental Health Department.

Ms. Marge Sorenson asks Ms Cleereman, "The additional monies which you received from the Towns last year, that will not go to any of the 2006 POS Contracts."

Ms. Cleereman, "Correct."

Ms. Cleereman, "You are looking at no new monies from the State right now, potential cuts from the FEDS and the demand of the client going up with no program money which would help."

The Human Service Center is working on submitting for a CCS – Comprehensive Community Service (federal funding) program grant by the end of June, which could capture up to 60%, but the client must be on Medical Assistance.

Mr. Ted Cushing, "To turn this around you just might have to look at all the costs and look at the sister counties and how they can help resolve this problem."

Ms. Cleereman, "A lot of studies are going on internally and I need to feel very confident that we have looked at maximizing revenue and come to a true bottom line uncontrollable deficit and I can't do that just yet." "I would hate to project the future until I can come up with that and the other thing is, is that there are a lot of other things which I have to look at." "There is a large two year waiting list to get in to seeing a psychiatrist, so do I prioritize that as an outpatient, this is another thing which must be looked at."

Ms. Sorenson suggests an outside data survey with a government-consulting firm to help with revamping and suggestions to try and help the Human Service Center get turned around.

Chair Smith agrees with Ms. Sorenson and asks that, Marge Sorenson, Finance Director and Robert Bruso, County Clerk look for outside governmental consulting firms and bring back to the Finance and Insurance Committee on a future Finance meeting agenda.

Ms. Cleereman will present another update to the committee at the August 14, 2006 Finance and Insurance Committee meeting regarding second quarter numbers.

5. REVIEW/ACT - VOUCHERS, REPORTS, PURCHASE ORDERS:**COUNTY CLERK**

Bruso presented bills and vouchers for committee approval.

MOTION: (Ted Cushing/John Young) to approve payment for County Clerk bills as presented. All “aye” on voice vote. Motion carries.

Discuss/Act – Funding for 2008 Oneida County Courthouse Centennial

Mr. Bruso presented to the committee the projected budget for the Courthouse Centennial 2008 in the total amount of \$4,000.00

The committee unanimously consents to going along with Mr. Bruso’s proposal.

Discuss/Act - SVRS Agreement

MOTION: (Ted Cushing/John Hoffman) approves Mr. Bruso to forward the Intergovernmental Cooperative Agreement to facilitate purchase of accessible voting system to all Oneida County townships. All “aye” on voice vote, motion carries.

TREASURER

NO BILLS PRESENTED

Review/Act – Treasurer’s Monthly Report – May 2006

Committee asked that this item be placed on the next Finance and Insurance Committee meeting agenda scheduled for June 26, 2006.

INFORMATION TECHNOLOGY SERVICES

Grube presented bills and vouchers for committee approval.

MOTION: (John Hoffman/John Young) to approve payment for Information Technology Services bills as presented. All” aye” on voice vote. Motion carries.

FINANCE

Sorenson presented bills and vouchers for committee approval.

MOTION: (Ted Cushing/John Young) to approve payment for Finance bills as presented. All “aye” on voice vote. Motion carries.

6. REVIEW/ACT - LINE ITEM TRANSFERS

MOTION: (John Hoffman/Ted Cushing) to approve the line item transfers for Health. All “aye” on voice vote. Motion carries.

Review/Act - Resolution for Line Item Transfers

MOTION: (John Young/Ted Cushing) to approve the Resolution for Line Item Transfers and forward to the Full County Board for review and final approval. All “aye” on voice vote. Motion carries.

Committee signs resolutions.

Review/Act – 2007 Budget Guidelines

Sorenson presented the 2007 Budget Guidelines letter for the Oneida County Department Heads to the committee for review. Committee reviewed and Ms. Sorenson will be bringing back the letter to the first July 2006 Finance and Insurance Committee meeting for final review and signatures.

7. ITS – TECHNOLOGY PLAN - NONE

8. DISCUSSION – STRATEGIC PLANNING STATUS REPORT

Ms. Grube handed out to the committee for review the ITS Perspective on County Wide Long Range Plans. Also presented to the committee was the Discovery Section.

Ms. Grube categorized the Discovery Section into four different sections, which include More Communication, Opportunities for Standardization and Cooperation, Low Fruit and Large Projects.

Ms. Grube then went on to talk about each individual section.

More Communication

- a. More Internet needed
- b. Intranet – Internal Communication
- c. Extranet – This includes a password, user id and from the outside give information from the outside and direct it Internally

Opportunities for Standardization and Cooperation

- a. Integration between all the departments
 - 1. More imaging
 - 2. GIS System – Parcel Maps
 - 3. Districts for Voting

Low Fruit – Something which can be accomplished relatively quick

- a. One way to purchase things – Accounting
- b. Electronic Banking Opportunities
- c. Laser Printing in e-pay
- d. Credit Cards
- e. Digital Calendaring
- f. Centralized document processing
- g. Network Color Copier
- h. Postage Sealer Machine
- i. Computer Training

Large Projects

- a. Law Enforcement Software
- b. Treasurer's New Receipting Program
- c. Replace AS/400s

Chair Smith, "The common thread was that we asked the IT Department through Lynn Grube to look at every ones' plan and pull out the common needs and then apply a technology gloss to it." "Technology would probably be the one thing which will save us money in the long run."

Ms. Grube agrees with Chair Smith but would like to see other departments do the same with their focus and find out what this would cost.

Chair Smith, "I also would like to hear from the individual departments if we do the technology plan and if we would be slowing down the growth in personnel ten years from now."

Mr. Ted Cushing, "The big thing in my eyes is to get something back to the department heads and the County Board."

Chair Smith stated, "The one way of communicating it back to the department heads is to say that we have taken a look at your plans and have looked at them and have identified the key items of which way to go." "This is not just the Finance and Insurance Committee's project, it is also the County Board's."

More discussion took place regarding how to present this to the County Board and Department Heads.

Ms. Sorenson also suggests that the DID (Departmental Individual Document) be updated for the 2008 budget.

Mr. Cushing suggests that Ms. Grube's presentation be given to both Department Heads and the County Board Supervisors at the August County Board meeting.

Chair Smith suggests that this item be on the next Finance and Insurance Committee meeting for more discussion and decision.

9. PUBLIC COMMENT - NONE

10. ITEMS FOR NEXT AGENDA

- a. Review/Act – Treasurer's Monthly Report – May 2006
- b. Review/Act – Highway Department Fund Balances for June 2006
- c. Strategic Planning Status Report – Review Long Range Plans

11. ADJOURNMENT

MOTION: (John Hoffman/Andrew Smith) to adjourn the meeting at 11:30 a.m. All “aye” on voice vote. Motion carries.

Andrew Smith, Chairman

Mary Bartelt, Committee Secretary